



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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Chief of Staff

October 19, 2015

***Position Announcement
Open Competitive***

**DEPUTY ATTORNEY GENERAL
BUSINESS AND TAXATION DIVISION
Las Vegas**

POSITION TITLE: Deputy Attorney General–Contract Specialist

APPROXIMATE SALARY: Depending on experience, the approximate salary range is:

\$72,349.20 – \$96,607.00 (Employee/Employer Paid)
\$63,475.20 – \$84,743.00 (Employer Paid)

DUTY STATION: This position is housed with the Colorado River Commission in Las Vegas, Nevada.

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; contingent upon successfully passing a background check.

POSITION SUMMARY: The person in this position will be responsible for representing the Colorado River Commission ("CRC") in matters affecting the State of Nevada's interest and involvement in the Colorado River, focusing on hydroelectric energy resources, supplemental power purchased on the energy market, and construction of electric facilities. This position also will work on natural resource issues on the Colorado River which may include the Lower Basin Multi-Species Conservation Program, the Law of the River, environmental law, and river operations. Representation of an additional state agency client also is likely, which may involve litigation, reviewing, and drafting contracts.

POSITION CHARACTERISTICS: This is an attorney position and the successful applicant is expected to perform with skill, responsibility, and self-motivation. The attorney seeking the position should have experience in drafting contracts and agreements. Experience representing a public agency or utility, work in regulatory

proceedings, the Nevada Legislature, familiarity with the Open Meeting law, and energy, environmental, or natural resource law is a plus.

EXAMPLES OF DUTIES: Typical duties of the position include preparing contracts principally involving energy supply, interconnection, construction, public utilities, and personal services; compliance with state contracting requirements, legislative, and regulation drafting; administrative proceedings, principally involving the Public Utilities Commission of Nevada; reviewing CRC agendas and minutes; advising on administrative matters; and natural resource issues. The position also requires research and writing of draft opinions and providing legal counsel to the client in the law pertaining to routine government operations, and attending a variety of stakeholder meetings.

QUALIFICATIONS

KNOWLEDGE REQUIRED: Preference will be given to candidates with a basic knowledge of substantive law and regulation in the areas of contract law, evolving electric energy markets, public utilities, natural resources, environmental law, and/or public administration; computer applications, particularly as related to the performance of legal research; and rules of ethics in the practice of law.

REQUIRED: Applicants must possess good written and verbal communication skills; contract drafting experience, and organizational and negotiation skills; be able to analyze legal problems and properly apply legal principles to resolve problems; and be able to advise clients on legal, transactional, and utilities issues. Applicants must be professional, well-organized, self-motivated, highly collaborative, punctual and prompt.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use standard office equipment; and to travel to client offices and courts in various parts of the State. The position also may require some out of state travel. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada and the federal district and appellate courts. Applicants also should have at least two years of experience as a practicing attorney.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants should e-mail or fax a resume and a writing sample to:

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Gina C. Session, Chief Deputy Attorney General

c/o Anne Goldy

E-mail: akinsey-goldy@ag.nv.gov

FAX: (775) 684-1156

by close of business on **November 16, 2015**. Cover letter should also indicate where you heard about this position. A resume and writing sample also may be delivered in person.

The Attorney General's Office is an Equal Opportunity Employer